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AUTHOR Griffin, Bill
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ABSTRACT

In 1989, a survey was conducted of community college presidents in Kansas to assemble information on community college practices concerning board of trustee meetings and communication. Seventeen of the 19 college presidents surveyed returned usable questionnaires. Study findings included the following: (1) only four of the responding presidents favored going to a seven-member board, with eight opposing the move and five indicating no preference; (2) 16 of the respondents indicated that they had one board meeting scheduled each month; (3) all respondents indicated that the board meeting was held on a set day of the week and week of the month; (4) most of the respondents indicated that special board meetings had been held, with seven colleges holding two special meetings and three colleges holding more than five special meetings; (5) nine of the special meetings focused on budget/levies and seven each dealt with personnel and property; (6) 10 colleges sent a newsletter to their board members at least once a month; (7) board meetings consistently lasted less than four hours, with most held during the evening. The survey report includes raw responses and open-ended comments to each survey question, as well as copies of sample board meeting agendas from 13 colleges. A copy of the questionnaire is also included. (JMC)

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PRESIDENT'S
SURVEY OF BOARD OF TRUSTEE PRACTICES
IN KANSAS COMMUNITY COLLEGES

BY

DR. BILL GRIFFIN

ALLEN COUNTY COMMUNITY COLLEGE

APRIL 13, 1989

JC 900506

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Allen County Community College
1801 North Cottonwood
Iola, KS 66749-1698

Office of the President
Dr. Bill Griffin
(316) 365-5116

April 13, 1989

MEMO

TO: Kansas Community College Presidents

FR: Dr. Bill Griffin, President
Allen County Community College

RE: President's Survey of Board of Trustee Practices
in Kansas Community Colleges

Thank you for your time and effort in completing the survey I sent. I received 18 responses but was unable to include ICC which arrived after this report was completed.

I hope the information is useful. I have attached sample agendas from the colleges that sent me a copy.

cc: ACCC Board of Trustees
Division of Community Colleges and Vocational Education
-- Mr. Ferman Marsh, Assistance Commissioner
-- Dr. John Hanna, Director
-- Mr. Joe Emmons, Specialist

Kansas Association of Community Colleges
-- Dr. Merle Hill, Director

SURVEY CONCERNING BOARD OF TRUSTEES IN KANSAS

Colleges Responding	President Responding
Cowley County Community College	Dr. Pat McAtee
Labette Community College	Dr. Gary Hochanadel
Seward County Community College	Dr. Theodore Wischropp
Kansas City Kansas Community College	Dr. Bill Spencer
Fort Scott Community College	Mr. Richard Hedges
Coffeyville Community College	Dr. Dan Kinney
Hutchinson Community College	Dr. James Stringer
Allen County Community College	Dr. Bill Griffin
Garden City Community College	Dr. James Tangeman
Colby Community College	Dr. Mikel Ary
Butler County Community College	Dr. Rodney Cox
Neosho County Community College	Dr. George Van Allen
Highland Community College	Dr. Larry Devane
Pratt Community College	Dr. William Wojciechowski
Johnson County Community College	Dr. Charles Carlsen
Barton County Community College	Dr. Jimmie Downing
Cloud County Community College	Dr. James Ihrig

No Response

Dodge City Community College
Independence Community College

1. DO YOU, AS PRESIDENT, FAVOR GOING TO A SEVEN MEMBER BOARD OF TRUSTEES?

4 YES

8 NO

5 NO PREFERENCE

COMMENT:

1. Prefer 5 elected by geographic area.
2. Do not really care. It is easier to get 4 votes with 7.
3. I have a 3 - 3 split on the board, especially on money and growth issues. It is a terribly frustrating situation causing frustration and confusion.
4. Tie votes have not troubled us at _____ in board of trustees meetings.
5. I have not had a problem with a six member board, really prefer five member board.
6. In rural areas the city would control the seventh board member because of population base.
7. No problem - not strong on this one.
8. With only two members elected two years.

2. HOW MANY SCHEDULED BOARD OF TRUSTEES MEETINGS DO YOU HAVE EACH MONTH?

16 ONE

1 TWO

0 THREE

0 MORE ( )

COMMENT:

1. In April and May we have two. Facilities Master Plan in April. Budget in May.
2. These are regularly scheduled open meetings. However, we may have as many as three executive sessions.
3. Usually have a retreat once a year in addition to normal meetings.

4. I would like to drop back to one per month.

5. I have been at a college that met twice a month, and I definitely prefer once a month.

6. One is enough.

7. Approx 2 hours max.

3. DO YOU HAVE A SET DAY OF THE WEEK AND WEEK OF THE MONTH FOR BOARD OF TRUSTEE MEETINGS?

17 YES

0 NO

MON 7, TUES 4, WED 3, THURS 3 DAY OF THE WEEK

1st 4, 2nd 7, 3rd 7 * WEEK OF THE MONTH
*Note one holds two meetings monthly

COMMENT:

*The following represent the day and week of the month for 17 Kansas Community Colleges

Monday - 1st week (2)
Monday - 2nd week (1)
Monday - 3rd week (5) * one college meets 1st and 3rd Monday

Tuesday - 1st week (2)
Tuesday - 2nd week (2)

Wednesday - 2nd week (2)
Wednesday - 3rd week (1)

Thursday - 2nd week (2)
Thursday - 3rd week (1)

OTHER COMMENTS:

1. Numbers available and special agenda items cause changes about 2 or 3 times per year.

2. Seems to work well. Only changed it once which was no problem.

3. The regular meeting is held on the third Wednesday of the month; special meetings are held when necessary.

4. 5:30 p.m.

5. Board Policy states Trustee Mtg. is to be First Tuesday of each month.

4. SINCE JULY 1, 1988, HOW MANY SPECIAL BOARD OF TRUSTEES MEETINGS HAVE YOU CALLED?

4	ONE	0	FOUR
7	TWO	1	FIVE
0	THREE	3	MORE THAN FIVE
		2	NONE

COMMENT:

1. Salary settlements due to fact finding.
2. None, once a month is enough.
3. None, but plan a retreat April 25.
4. Often these special meetings are luncheon meetings that we conclude in about an hour.
5. Too Many!
6. Budget hearings.
7. One was for the president's evaluation and one was for a personnel matter.
8. We schedule an annual board retreat. We schedule a special meeting late in June to handle all bills for the fiscal year.

5. PLEASE CHECK THE REASONS FOR SPECIAL BOARD OF TRUSTEE MEETINGS. PLEASE CHECK ALL THAT APPLY.

7	PERSONNEL
9	BUDGET/LEVIES
7	PROPERTY
8	OTHER

COMMENT:

1. Boiler problem at _____ campus.
2. Retreats - 2 a year - Planning.

3. Select replacement on Board of Trustees to fill unexpired term. 1) retreat 2) budget and 3) final bills.

4. Property, if needed, but this type of Mtg. rare!!!

5. Retreat - Negotiations.

6. Student disciplinary appeal hearings; discussions regarding management information system (detailed information); Board Retreat.

7. Retreat is set for basic information and philosophy exchange.

6A. DO YOU WRITE A NEWSLETTER TO YOUR BOARD OF TRUSTEES?

10 YES

7 NO

6B. IF YES ABOVE, HOW OFTEN DO YOU SEND A NEWSLETTER IN A MONTH'S TIME?

3 ONCE A MONTH

2 TWICE A MONTH

1 THREE TIMES A MONTH

4 FOUR TIMES A MONTH

1 OTHER

COMMENT:

1. Prior Agenda and packet mailed five days ahead of the meeting.

2. I strongly believe that the newsletter to the board keeps them informed.

3. Weekly on Friday.

4. Even less than once a month. Every 6 weeks - no set sched.

5. I send a one to three page explanation of the agenda prior to the meeting. I also have a president's report at the end of each meeting which takes the place of a newsletter.

7. SINCE JULY 1, 1988, WHAT HAS BEEN THE AVERAGE LENGTH OF TIME OF YOUR REGULARLY SCHEDULED BOARD OF TRUSTEE MEETINGS?

0 THIRTY MINUTES

2 ONE HOUR

3 ONE AND A HALF HOURS

3 TWO HOURS

4 TWO AND A HALF HOURS

3 THREE HOURS

2 THREE AND A HALF HOURS

0 FOUR HOURS OR MORE

COMMENT:

1. They have been getting progressively shorter!

2. Our average has been 2 hours, 22 minutes.

8A. DO YOU HAVE A SET HOUR OF THE DAY WHEN YOUR BOARD OF TRUSTEE MEETINGS START?

17 YES

0 NO

8B. IF YES, WHAT TIME OF DAY DO YOUR BOARD OF TRUSTEE MEETINGS START?

*see below START OF MEETING

* 9:00 a.m. (1)
3:00 p.m. (1)
4:00 p.m. (1)
5:30 - 7:30 p.m. June, July, Aug (1)
6:30 p.m. (2)
7:00 p.m. (3)
7:00 p.m. - 8:00 p.m. during DST in April - Oct (1)
7:30 p.m. (5)
8:00 p.m. (2)

COMMENT:

1. 7:30 p.m. during Central Standard Time, 8:00 p.m. during Daylight Savings Time, Special meetings are generally held from 12 noon - 1 p.m.

2. Dinner for Board and staff 5:30 p.m. - 6:30 p.m.

WOULD YOU PLEASE SEND ME A SAMPLE OF A TYPICAL BOARD OF TRUSTEE MEETING AGENDA?

THANK YOU FOR YOUR HELP. A COPY OF THE SUMMARY WILL BE SENT TO YOU ALL. PLEASE SEND THE COMPLETED SURVEY IN THE POSTAGE PAID ENVELOPE BEFORE APRIL 1, 1989.

Dr. Bill Griffin
President
Allen County Community College

*Agenda samples are found in the Appendix

College:_____

President:_____

SURVEY CONCERNING BOARDS OF TRUSTEES IN KANSAS

1. Do you, as president, favor going to a seven member board of trustees?

   _____yes

   _____no

   _____no preference

Comment:_____

_____

_____

_____

2. How many scheduled board of trustees meetings do you have each month?

   _____one

   _____two

   _____three

   _____more ( )

   Comment:_____

   _____

   _____

   _____

3. Do you have a set day of the week and week of the month for Board of Trustee meetings?

_____yes

_____no

_____Day of the Week

_____Week of the Month

Comment:_____

_____

_____

4. Since July 1, 1988, how many special Board of Trustees meetings have you called?

_____one _____four

_____two _____five

_____three _____more than five

Comment:_____

_____

_____

_____

5. Please check the reasons for special Board of Trustee meetings. Please check all that apply.

_____Personnel

_____Budget/levies

_____Property

_____Other

Comment:_____

_____

_____

6A. Do you write a newsletter to your board of trustees?

_____yes

_____no

6B. If yes above, how often do you send a newsletter in a month's time?

_____once a month

_____twice a month

_____three times a month

_____four times a month

_____other

Comment:_____

_____

_____

7. Since July 1, 1988, what has been the average length of time of your regularly scheduled Board of Trustee meetings?

_____thirty minutes

_____one hour

_____one and a half hours

_____two hours

_____two and a half hours

_____three hours

_____three and a half hours

_____four hours or more

Comment:_____

_____

_____

8A. Do you have a set hour of the day when your Board of Trustee meetings start?

_____yes

_____no

8B. If yes, what time of day do your Board of Trustee meetings start?

_____Start of Meeting

Comment:_____

_____

_____

Would you please send me a sample of a typical Board of Trustee Meeting Agenda?

Thank you for your help. A copy of the summary will be sent to you all. Please send the completed survey in the postage paid envelope before April 1, 1989.

Dr. Bill Griffin
President
Allen County Community College

APPENDIX

A. Board Agenda Samples

1. Cloud County Community College
2. Barton County Community College
3. Allen County Community College
4. Johnson County Community College
5. Pratt Community College
6. Highland Community College
7. Neosho County Community College
8. Colby Community College
9. Garden City Community College
10. Hutchinson Community College
11. Seward County Community College
12. Labette Community College
13. Cowley County Community College

CLOUD COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES

AGENDA - MARCH 20, 1989

1.	Call to Order - 7:30 p.m.	
2.	Approval of Minutes of February 20 and March 13, 1989	Decision
3.	Acceptance of Financial Report	Decision
4.	Approval of Purchase Orders	Decision
5.	Approval of Request to Purchase	Decision
6.	Recognition of Guests	
7.	Drug Policy	Decision
8.	Audit Proposal	Decision
9.	Negotiations	Discussion
10.	Personnel	Discussion
11.	Title III End Times	Information
12.	Facilities	Discussion
13.	Information Items	Information
14.	Other	
15.	Adjournment	

NEXT REGULAR MEETING: APRIL 17, 1989

REGULAR MEETING OF BOARD OF TRUSTEES
OF
BARTON COUNTY COMMUNITY COLLEGE
MARCH 16, 1989 - 3:00 p.m.
Board Conference Room - Administration Building

AGENDA

A. Official Board Meetings 1

B. Board Minutes 2

C. Bills & Claims 7

D. Treasurer's Report 22

E. Staff Report 24

F. Administrative Reports 25

G. Seminar Reports 43

H. Bulletin Bids 47

I. Policy Manual - Building Regulations 48

J. Contracts - Mentor 56

K. Title III Computer Equipment 60

L. Cafeteria & Dependent Care Plans 62

M. Program Evaluations 67

N. Contract - Finance 68

O. Executive Session 69

P. Contracts - Reneval 70

Q. Other Business 71

ALLEN COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES

AGENDA

Regular, Thursday, March 9, 1989, 7:00 P.M., Conference Room, College Campus, Iola, KS

1. Preliminaries to the meeting
   a. Call to Order, Lyndell Mosley, Chairman
   b. Roll Call
   c. Establishment of Quorum

2. Approval of Minutes
   a. Reading
   b. Correcting
   c. Approving

3. Business

4. Information Items

5. Adjournment

---

1. Additions to the Agenda

2. Consideration of the minutes of the regular meeting on February 9, 1989.

3. Consideration of statement of claims

4. Play four minute video - WIBW Channel 13, Topeka, Kansas - Mr. Steve Brown, Community College Month Presentation on the 5:00 p.m. news program, 2-28-89.

5. Introduction of Dr. Robert Ritschel, Director of the Southeast Kansas Higher Education Consortium. Dr. Ritchel will give a brief overview of the purpose of SEKHEC.

6. President and Vice Presidents' Report

   a. KACC Legislative Agenda - Handouts
   b. State plan for community colleges, Topeka
   c. SEKHEC Retreat - Overland Park
   d. ICC - Glencliff Farm Dinner Party
   e. Alvin Knepp Reception
   f. Kansas Engineering Society - handout
   g. Community College Valuation loss - handout
   h. Jayhawk Conference meeting - Masterson
   i. Student Services Grant Award - Masterson
   j. ACCC Courses/Area High Schools - Mosier
   k. Eight week courses and noncredit classes - Mosier
   l. New Technology Building update - Knepp

7. Items of Old Business

   a. Tour of the "A" & "B" Fishpond areas and the C Complex
   b. Instructional Resource Center "Adult Literacy"
   c. Physical Education Dressing Rooms
   d. Roofing/Carpeting

8. Items of New Business

   a. External Credit Policy
   b. Approval of College Calendar

9. Executive Session

   a. Employer/Employee Negotiations
   b. Personnel

10. Adjournment

JOHNSON COUNTY COMMUNITY COLLEGE
12345 College at Quivira
Overland Park, Kansas

Regular Meeting--Board of Trustees

March 13, 1989 - 6:30 p.m.

AGENDA

I.	CALL TO ORDER	Dr. Fry
II.	ROLL CALL AND RECOGNITION OF VISITORS	Dr. Fry
III.	REGULAR MONTHLY REPORTS AND RECOMMENDATIONS	Dr. Carlsen
	A. Board Report #0854 - Minutes of Previous Meetings	
	B. Board Report #0855 - Treasurer's Report (pp 1-11)	
	C. Board Report #0856 - Cash Disbursement Report (pp 13-14)	
	D. Board Report #0857 - Award of Bids (pp 15-23)	
	E. Board Report #0858 - Gifts, Grants, Contracts, and Awards (pp 25-26)	
IV.	PETITIONS AND COMMUNICATIONS	Dr. Fry
V.	PRESIDENT'S REPORT AND RECOMMENDATIONS	Dr. Carlsen
	A. Board Report #0859 - Sabbatical Leave Reports (p 27)	
	B. Board Report #0860 - Capital Improvement Projects Status Reports (pp 29-31)	
	C. Board Report #0861 - Contract Change Order (pp 33-34)	
	D. Board Report #0862 - Commission Brick Relief Sculpture for Cultural Education Center (pp 35-36)	
	E. Board Report #0863 - Resolution Authorizing and Directing Execution of Legal Documents Related to the Issuance of Certificates of Participation, Series 1989 (pp 37-41)	
	F. Board Report #0864 - Equine Studies Program Lease Agreement (p 43)	
	G. Board Report #0865 - Advisory Committee Additions (p 45)	

H. Board Report #0866 - Curriculum (pp 47-49)

I. Board Report #0867 - Personnel (pp 51-66)

1. Resignation
2. Retirements
3. Contract Non-renewals
4. Employment - Regular
5. Employment - Temporary
6. Extraordinary Leave of Absence
7. Reappointment of Professional, Administrative and Salaried Support Staff, 1989-1990
8. Change in 1988-1989 Staffing Authorization Table for Regular Full-time Staff
9. Changes in the 1989-90 Staffing Authorization Table for Regular Full-time Staff

VI. OTHER NEW BUSINESS

VII. FUTURE MEETING DATES

A special facilities master plan workshop is scheduled for Monday, April 10, 1989 at 6:30 p.m.

The next regular meeting of the Board of Trustees is scheduled for Monday, April 17, 1989 at 6:30 p.m.

A special budget workshop is scheduled for Saturday, May 6, 1989 at 8:00 a.m.

VIII. ADJOURNMENT

PRATT COMMUNITY COLLEGE
Regular Board of Trustees
Monday, March 13, 1989
6:00 p.m., Executive Session - Board Room
7:30 p.m., Regular Session - Gold Room

AGENDA

I. Call to Order

II. Roll Call

(XI. Executive Session to Discuss Personnel Matters)

III. Introductions

IV. Approval of Minutes of Regular Meeting of February 13, 1989 and Special Meetings of February 15, and February 24, 1989

V. Delegations

VI. Communications to Board

VII. Reports and Updates
- A. Board
  - Report on KACC Delegate Assembly
- B. Representatives to Board
  - (1) Faculty - Wanda Deen
  - (2) Student Government - Debbie Welch
  - (3) Alumni and Endowment - Jeanette Siemens
  - (4) Information Services - Sandi Fruit
- C. President's Comments
- D. Divisions/Departments
  - (1) Personnel
    - a. Reappointments
    - b. Nonreappointment
    - c. Appointments
    - d. Positions to be Filled
  - (2) Division of Liberal Arts and Sciences
    - Pep Band Participation Grows
  - (3) Division of Off-Campus Operations and Community Services
    - a. Nurse Aide Program
    - b. Greensburg State Bank Gift
    - c. News Article in Area Paper
    - d. Rental Agreements
  - (4) Division of Technical Education
    - a. Equipment Grant Proposal with Cross Manufacturing Inc.
    - b. Business Computer Training for Pratt Regional Medical Center
    - c. Commercial Garment Construction School for M.I.T.U.S.A.

d. Agricultural Marketing Seminar
e. Agricultural Educators Meeting
f. Office Education Spring Conference

(5) Instructional Services
Stevens Accepted for Deans' Academy

(6) Student Services
NA

(7) Finance and Operations
NA

VIII. Action Items

A. President
NA

B. Financial Reports

C. Division/Departments

(1) Personnel
a. Resignation
b. Appointments
c. Change in Status
e. Employee Benefits

(2) Division of Liberal Arts and Sciences
NA

(3) Division of Off-Campus Operations and Community Services
Agreement with PRMC

(4) Division of Technical Education
NA

(5) Instructional Services
a. Refund to USD 300
b. Revised Transfer Agreement and Articulation Guide

(6) Student Services
NA

(7) Finance and Operations
Bids

IX. Time and Place of Next Meeting

Next Regular Meeting will be on April 10, 1989 at 7:30 p.m.

X. New Business. Consideration of "any matter not reasonably foreseen prior to the time of "posting" of the Board agenda.

XII. Adjournment

HIGHLAND COMMUNITY COLLEGE

BOARD OF TRUSTEE MEETING

Wednesday, February 15, 1989
3:00 P.M.

AGENDA

1) Call to order;

2) Approval of Minutes of the last meeting;

3) Approval of the Bills;

4) Treasurer's Report;

5) Bids;

6) Communications.

BOARD ACTION ITEMS

A.I. 1. The next regularly scheduled meeting of the Board of Trustees at Highland Community College will be Wednesday, March 15, 1989 at 3:00 p.m.

A.I. 2. Bond Refinancing Options:

Dr. Devane and Mr. Marxen will provide the Board of Trustees with a refinance plan to address the FmHA loans and others now affecting the College's bond indebtedness.

A.I. 3. Personnel and Contract Conditions:

The Board of Trustees is asked for an Executive Session to receive the 1989-90 Faculty Association negotiations proposal and review related personnel and work conditions information. (Attachments A.I. 3)

INFORMATION AND REPORT ITEMS

B.I. 1. Final Spring Semester 1989 Enrollment Reports:

Dr. Meyer will update the Trustees on enrollment figures since reaching the twenty day reporting cut-off. (Attachment B.I. 1)

B.I. 2. Highland Community College Honors Banquet:

Mr. Fitch will update the Board of Trustees on the plans, date and time for the 1989 Honors Banquet.(Attachment B.I. 2)

B.I. 3. Highland Community College Legislative Day:

Dr. Devane will outline the schedule of events and Attachment B.I. 3 represents the Legislator response and students representing the College.

B.I. 4. Alumni Newsletter and Banquet Plans:

Doris Delzeit will update the Board of Trustees on correspondence with the HCC Alumni and scheduled banquet activities. (Attachment B.I. 4)

B.I. 5. Highland Community College 1989 Quiz Bowl:

Attachments B.I. 5a and 5b represent high schools that will be on campus for the February 25th HCC Quiz Bowl and the area volunteers who will serve as Moderators and Scorers.

B.I. 6. Phone-In Registration:

Dave Reist will be present to update the Board of Trustees on plans for off-campus phone-in registration process.

B.I. 7. National Community College Month:

February has been identified as National Community College Month. Patti Loving will update the Board of Trustees on HCC activities planned to cosponsor this activity.

B.I. 8. Board of Trustee Elections:

Attachment B.I. 8 represents a listing of candidates and their community locations.

NEOSHO COUNTY COMMUNITY COLLEGE

nccc

March 3, 1989

Mr. James E. Cornish
502 East Main
Chanute, Kansas 66720

Dear Jim:

The regular meeting of the Board of Trustees is schedule for Tuesday, March 7, 1989, at 7:20 P.M. in the Board of Trustees meeting room.

The following agenda will serve as an outline of items to come before the Board:

1. Call to order.

2. Roll call.

3. Approval of minutes. A copy of the minutes from the regular Board meeting held on February 7, 1989, is enclosed for your review. See attachment I.

4. Approval of claims for expenditures. An accounts payable approval list is enclosed. See attachment II. All claim forms will be available for your review should you desire more detailed information.

5. Approval of the agenda.

6. Old Business:

   A. The Board of Trustees is asked to hear a summary report on the planning document, which was distributed last meeting. Mary Grimes, former chairperson, will deliver highlights.

   B. At the request of the Board, Mrs. Grimes will offer an update on the expansion of the nursing program.

   C. At the request of the Board, Alana Vaughn will present an overview of the 1987-88 audit, which was distributed in the February meeting.

   D. At the request of the Board, Leon Hazen has prepared a brief which describes legislative activity effecting the community college system. See attachment III.

   E. Attachment IV represents the final recommendations concerning capital improvements. The attachment represents the work of the Curriculum Committee as approved by the Planning Council. I recommend the Board accept the direction therein; e.g., to update current facilities to satisfy instructional needs, safety concerns, and student enrollment patterns.

1000 SOUTH ALLEN CHANUTE, KS 66720-2699 (316) 431-6222

New Business:

A. The Board of Trustees is asked to hear a progress report on program initiatives. Don Tucker will briefly describe the new efforts.

B. Homer Bearrick will present the results of negotiations concluded with American Food Management. Mr. Bearrick has recommended, and I concur, that we move to formalize a new agreement AFM.

C. Attachment V lists employees recommended for reappointment. The list gives recommended job area, status, and contract period for each employee. Each employee has the endorsement of their immediate supervisor and has my support for the noted conditions of employment.

D. Attachment VI represents a request for a tuition refund. I recommend an exception to policy be granted and a refund remitted to Special Education Cooperative.

Information Items:

1. As a result of student enrollment patterns and enrollment projections, and in an effort to satisfy Board objectives, the administration, in compliance with Board policy, has proposed a reduction in force. Specially, the administration has asked the Curriculum Committee to comment on a proposal to eliminate 1.25 teaching positions. Student enrollments do not support the positions.

   The major problem is music. The difference between program costs and revenue, for the last three years, shows a negative balance of $84,425. At an annual inflation rate of 5%, the program will lose $97,732 over the next three years, plus the costs of maintaining facilities, equipment, and supplies for the program.

I look forward to seeing you next week.

Sincerely,

George H. Van Allen
GHVA:tko

enc.

Dr. Ary

February 2, 1989

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College is scheduled for **Monday, February 6,** 1989 at 8:00 p.m. in the Board Room. **Please be reminded that we will meet with the Printing Department at 7:00 p.m. in the Board Room.** Items of business on the agenda include the following:

1. Open the meeting
2. Approval of the minutes of the regular meeting of January 16 and the special meeting of January 19, 1989
3. Approve criteria for Teacher of Year Award
4. Report on Trio-Upward Bound Grant Proposal
5. Representative on 25th Anniversary Committee
6. Discuss bids for sale of college vehicles
7. Resolution in support of public television
8. Any other item that any member wishes to discuss
9. Adjournment

Sincerely,

Mikel V. Ary
President

md

colby community college
1255 South Range Colby Kansas 67701
913/462 3984

sample agenda

Garden City Community College

801 Campus Drive, Garden City, KS 67846 316-276-7611

Office of the President

March 10, 1989

Board of Trustees
Garden City Community College
Garden City, KS 67846

Dear Trustees:

YOU WILL RECALL THAT WE HAVE TALKED ABOUT VISITING THE VARIOUS DEPARTMENTS ON CAMPUS SO THAT AS THE YEAR PROGRESSES WE WILL LEARN MORE ABOUT THE PROGRAMS GCCC HAS TO OFFER. **THIS MONTH'S VISITATION WILL BE THE SCIENCE AND MATH DIVISION.** Please meet at 6:45 p.m. in the Science-Math Building office complex for an enlightening, interesting, and informative session with this group.

The Board of Trustees will meet in regular session on Wednesday, March 15, 1989, at 7:30 p.m. The meeting will be held in the Board Room, Administration Building, community college campus.

THE AGENDA

Reading and approval of minutes of previous meetings
Report of treasurer and clerk
Report of claims
Reports or requests of individuals or committees

Report of the President

A. Arrangements for attending ACCT Western Region Seminar

Old Business

A. Progress report on landscaping and sprinkling system

B. Discussion regarding possibility of refinancing certificates of participation

New Business

A. Consideration of bids for new vehicles

1. 1989 large four door sedan
2. 1989 mid-size four door sedan
3. 1989 15 passenger van

B. Consideration of SGA's proposal for student fees for 1989-90

C. Approval of resolution for submission of Title III Grant

D. Report from Southwest Kansas Regional Prevention Center

E. Consideration of policies regarding drug-free workplace requirements

Personnel

A. Approval of contracts

B. Approval of Rick Nelson's request regarding release from his contract

C. Other

Executive Session

Adjournment

Sincerely,

Bryce Roderick II
Chairman

James H. Tangeman
President

dd

Board of Trustees
Hutchinson Community College
Hutchinson, Kansas

Regular Meeting
Place: Pine Room--Student Union
Date: Wednesday, March 8, 1989
Time: 7:30 p.m.

AGENDA

Activity Level		Agenda Item
		Roll call
(AI)	1.	Approval of agenda *
(AI)	2.	Approval of minutes
(AI)	3.	Approval of college bills
	4.	Student/staff/citizen concerns
(AI)	5.	Consent agenda a. Personnel b. Bids
(AI)	6.	Development of Instruction mini-grant
	7.	Policies
(AI)		a. Line of Responsibility (revision--second reading)
(DI)		b. Academic Honesty (first reading)
	8.	Report on early retirment
	9.	Write-in items
(IO)	10.	Reports
	11.	Executive session (personnel and negotiations)
	12.	Adjournment

(AI) = Action Item
(IO) = Information Only
(DI) = Discussion Item

* In accordance with board policy #200-21, anyone wanting to place an item on the agenda should make it known at this time.

AGENDA

BOARD OF TRUSTEES
SEWARD COUNTY COMMUNITY COLLEGE

March 14, 1989
7:30 p.m.
SCCC Boardroom

1. Call to order
2. Minutes of February 14, 1989
3. Bills pending
4. Faculty/student invitations
5. Report on ACCT Legislative Seminar
6. Food service proposal
7. Faculty contracts
8. Special programs report
9. Report on legislative initiatives/KACC Delegate Assembly
10. 1989-90 budget considerations
11. President's report

LABETTE COMMUNITY COLLEGE
BOARD OF TRUSTEES

March 9, 1989

Work Session
6:00 P. M.
Solarium

7:00 P. M.
Conference Room West - College Student Union

REGULAR MEETING AGENDA

I. Adoption of Agenda - (Exhibit 2)

II. Approval of Minutes
February 9, 1989 Regular Board Meeting - (Exhibit 3)

III. Student Senate Report

IV. Faculty Senate Report

V. President's Report

A. PRESIDENTIAL UPDATE

1. KACC Delegate Assembly
2. Legislative Update
3. Alumni Magazine

B. INSTRUCTIONAL REPORTS

1. Evening and Summer Division

a. Quality Assurance Committee (Exhibit 4)

Meeting of the Board of Trustees
Cowley County Community College
& Vocational-Technical School

July 18, 1988

A G E N D A

MR. TERRY TIDWELL	:	Calls the meeting to order at 7:30 p.m., noting a quorum and establishing the Agenda
MR. SID REGNIER	:	Invocation
MR. HAROLD WALKER	:	Minutes of the Meeting of the Board of Trustees (Index A)
DR. CHARLES KERR	:	Financial Reports (Index B)
MR. BILL CURLESS	:	Bills and Claims (Index C)
MR. TERRY TIDWELL	:	Communications (Index D)
MR. TERRY TIDWELL	:	Board Reports (Index E)
DR. PAT MCATEE	:	Administrative Reports (Index F)
MR. SID REGNIER	:	Personnel Transactions (Index G)
DR. PAT MCATEE	:	College Policies (Index H)
MR. SID REGNIER	:	Construction Projects (Index I)
DR. PAT MCATEE	:	Operating Budgets (Index J)
MR. TERRY TIDWELL	:	Election of Officers (Index K)
MR. TERRY TIDWELL	:	Board Appointments (Index L)
MR. TERRY TIDWELL	:	Designation of Depositories (Index M)
MR. TERRY TIDWELL	:	Designation of Official Publication (Index N)
MR. TERRY TIDWELL	:	Other Business (Index O)

Meeting of the Board of Trustees
Cowley County Community College
& Vocational-Technical School

December 19, 1988

A G E N D A

MR. HAROLD WALKER	:	Calls the meeting to order at 7:30 p.m., noting a quorum and establishing the Agenda
MR. TERRY TIDWELL	:	Invocation
MR. ALBERT BACASTOW	:	Minutes of the Meeting of the Board of Trustees (Index A)
DR. CHARLES KERR	:	Financial Reports (Index B)
MR. JOE MCFALL	:	Bills and Claims (Index C)
MR. HAROLD WALKER	:	Communications (Index D)
MR. HAROLD WALKER	:	Board Reports (Index E)
DR. PAT MCATEE	:	Administrative Reports (Index F)
MR. SID REGNIER	:	Construction Projects (Index G)
DR. PAT MCATEE	:	Personnel Transactions (Index H)
DR. PAT MCATEE	:	College Calendar (Index I)
DR. PAT MCATEE	:	College Policies (Index J)
MR. HAROLD WALKER	:	Other Business (Index K)

Meeting of the Board of Trustees
Cowley County Community College
& Vocational-Technical School

March 20, 1989

A G E N D A

MR. HAROLD WALKER	:	Calls the meeting to order at 7:30 p.m., noting a quorum and establishing the Agenda
MR. TERRY TIDWELL	:	Invocation
MR. BILL CURLESS	:	Minutes of the Meeting of the Board of Trustees (Index A)
MR. ALBERT BACASTOW	:	Financial Reports (Index B)
MR. JOE McFALL	:	Bills and Claims (Index C)
MR. HAROLD WALKER	:	Communications (Index D)
MR. HAROLD WALKER	:	Board Reports (Index E)
DR. PAT MCATEE	:	Administrative Reports (Index F)
MR. SID REGNIER	:	Construction Projects (Index G)
MR. SID REGNIER	:	Summer Improvement Projects (Index H)
DR. PAT MCATEE	:	Personnel Transactions (Index I)
MR. HAROLD WALKER	:	Other Business (Index J)

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